

## Position Crossgrade or Downgrade

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### ***Legislative Authorization***

#### **Job Title**

Enter the *original* state job title associated to the position.

#### **Class Code**

Enter the 4-digit code that represents the *original* state job title.

#### **Grade**

Enter the *original* grade for the job title.

### ***Requested Authorization***

#### **Position Number**

Enter the AASIS position number. This is an 8-digit number.

#### **Job Title**

Enter the requested state job title.

#### **Class Code**

Enter the 4-digit code that represents the state job title.

#### **Grade**

Enter the requested grade for the job title.

#### **Effective Date**

Enter the date this crossgrade/downgrade should take effect

### ***Authorizations***

#### **Approving Authority**

Proper agency management must approve this request